ARPA-E ePIC User Guide: Edition 5.0

How to Use ARPA-E's Online energy Project Information Center

Advanced Research Projects Agency – Energy
Department of Energy

Updated July 2013

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1.0 Overview

The Advanced Research Projects Agency – Energy (ARPA-E) constantly searches for ways to minimize administrative burdens placed on performers while balancing its need to collect sufficient project status information. With this in mind, ARPA-E created a new web-based system, the energy Program Information Center (ePIC), to streamline project reporting and monitoring.

ARPA-E will collect and store project information, performer submitted quarterly reports and invoices, and maintain task and milestone tracking within ePIC, so that the performer, ARPA-E Program Director, and ARPA-E support staff may all access and view the same information in a single, secure, and up-to-date web-based application. Using this web tool, performers may log in to monitor pending invoices, compare actual expenses against their negotiated budget, track reported progress on technical milestones, submit quarterly reports, and view other important project information. If the performer notices any discrepancy in data, they should address this with ARPA-E directly by contacting the Programmatic Scientific and Engineering Technical Assistant (PM SETA).

2.0 Security/Login

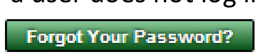
In order to access the ePIC system, illustrated in figure 1, users use their ARPA-E eXCHANGE login or they must register and create an account in ePIC. To do this, users click on the red "Register" link above the log-in account information on the ePIC sign-on page . Once the account has been confirmed to work through an automated email confirmation from ARPA-E, performers need to email EpicHelp@hq.doe.gov and copy their PM SETA POC at ARPA-E with the email addresses that will be used in ePIC as well as the award number(s) of the projects for which the user is responsible. Once the ePIC administrator has assigned the performer to their project, the system will become accessible.

ePIC Registration Steps:

1) Navigate to the ePIC portal, https://arpa-e-epic.energy.gov/, and click on the Register link at the top of the page.

2) Fill out the information on the Registration page. Make sure you will be able to remember your password and/or designated security question.

3) Once an ePIC account has been created*, email EpicHelp@hq.doe.gov and provide the award number(s) of the projects and the email addresses of the user that will be using the ePIC system.

4) Because of DOE security requirements, if a user does not log in to ePIC after 60 days, the account will be locked. You may use the 

button on the log in page to reset your account.

***NOTE: Because ePIC user accounts are generated from ARPA-E's funding opportunity portal, eXCHANGE, users who already have accounts in eXCHANGE need only follow step 3) in order to obtain access to their award in ePIC.**

Figure 1: Log In

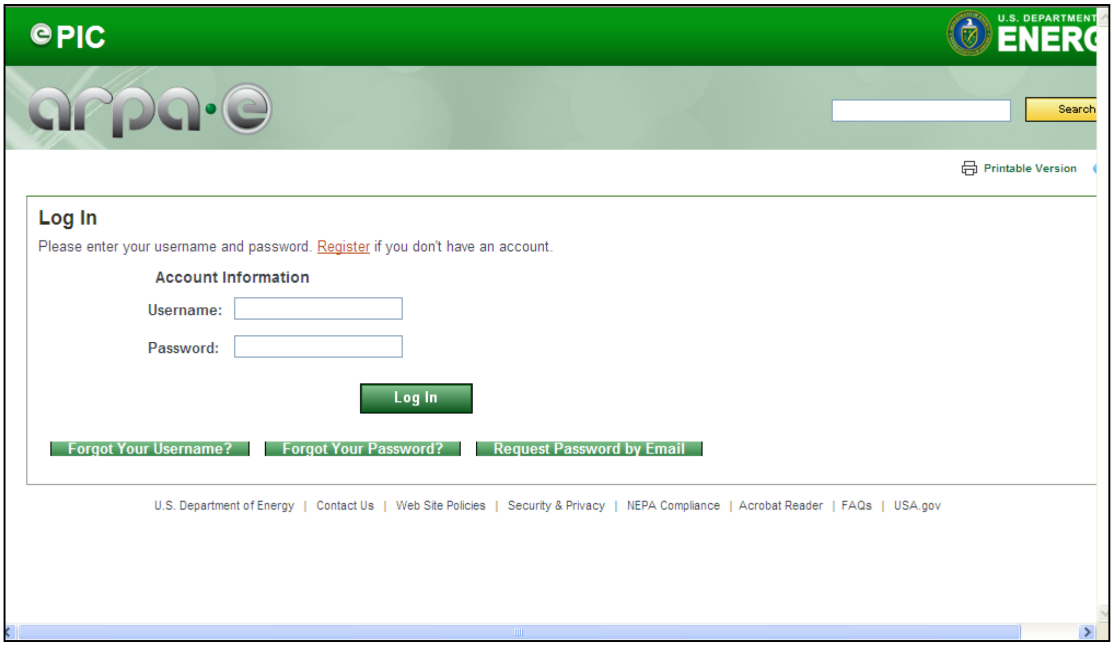
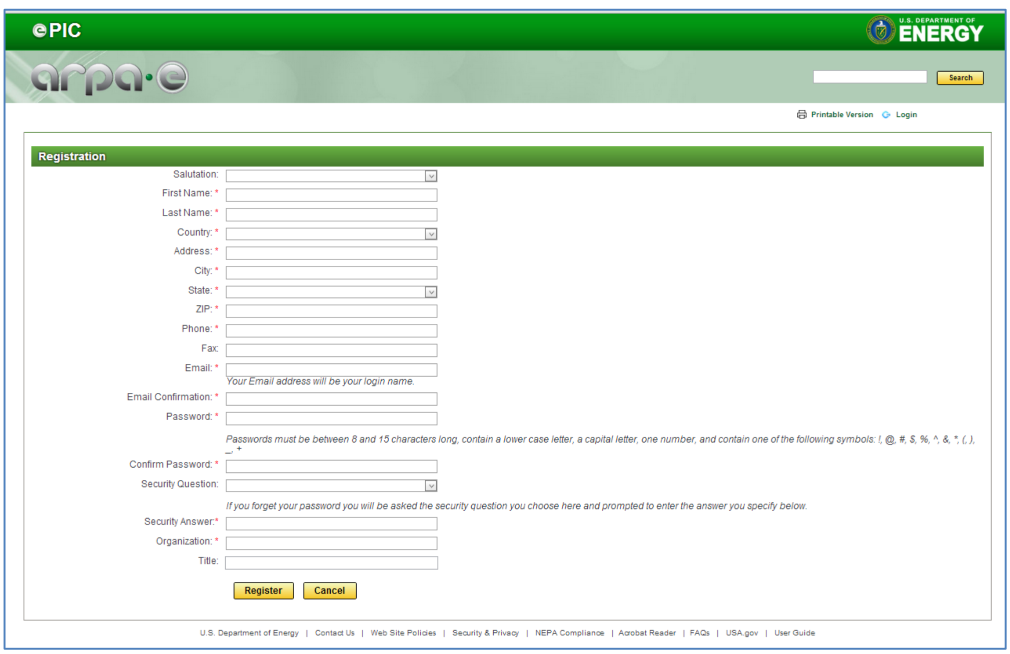


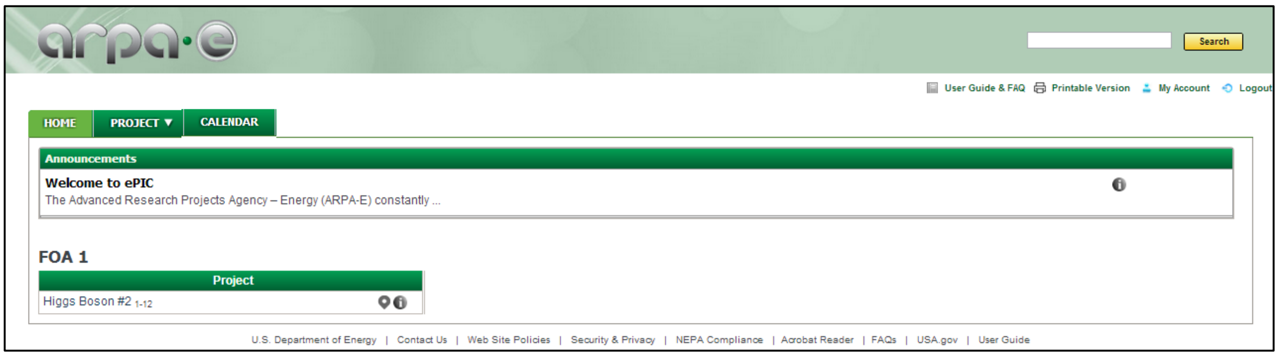
Figure 2: Registration Screen



3.0 Home Page

The home page, illustrated in figure 3, is the performer's starting location to view announcements from ARPA-E, access the performer calendar, and select their project to begin entering and viewing data within ePIC. A user may access all projects to which they are associated from the home page. To access each individual Program and the projects associated within those, click the button. Once expanded the performer may click the button for contact information such as ""Admin POC," "Investigator POC," "Program Director," "PM SETA," and "Tech SETA." The performer may also click the button to view the location information that ARPA-E has on file for a project. To access the individual project, a performer will click on the project name.

Figure 3: Home Page



3.1 Announcements

The Announcements module contains recent ARPA-E generated news and announcements. The performer is not able to post to this section as it is solely intended for ARPA-E to provide information to performers. To expand an individual announcement, click the button for further information. Past announcements can be viewed by using the page numbers at the bottom of the module.

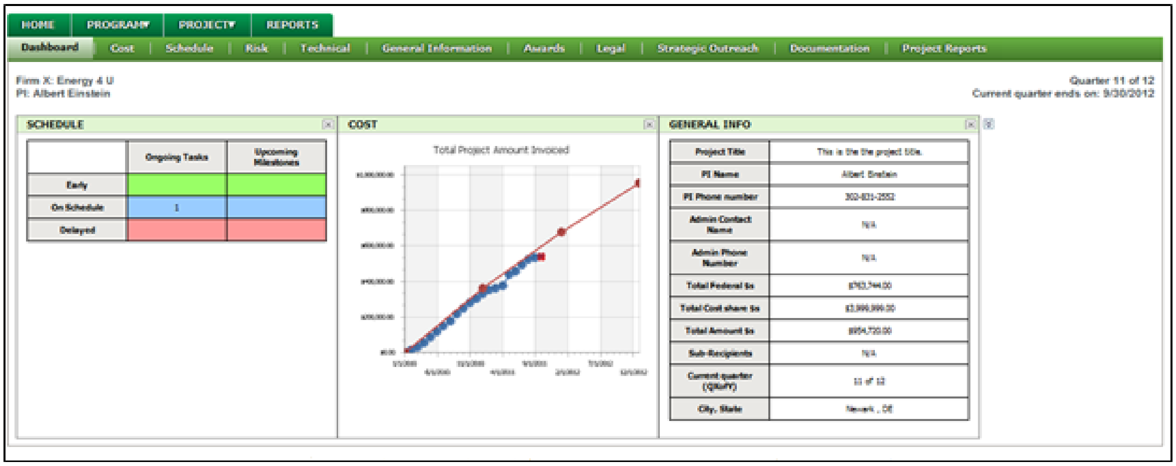
3.2 Calendar

The Calendar tab provides a historical record and up-to-date plan of events relevant to a project, including major milestones, site visits, kickoffs, conference calls, and other project meetings with ARPA-E staff. Events will be placed here by the ARPA-E program team to record meetings that have occurred. The performer is able to select the calendar in day, week, work week and month views . The performer may also skip to any specific date using the Today buttons in the top-left corner of the calendar module. The calendar is populated by ARPA-E staff based on negotiated milestones and project-specific active program management plans.

4.0 Dashboard

Upon selecting a project from the Home screen, illustrated in figure 4, ePIC displays the project Dashboard. The ePIC Dashboard contains modules which correspond to the main navigation bar at the top of the screen. These modules provide a high-level preview of the project management pages to which they are linked. To access the specific pages, the performer can either click on the module displayed in the ePIC Dashboard, or they can click on the specific tab on the navigation bar at the top of the screen. If there is any discrepancy in the data presented on the Dashboard, please contact the PM SETA listed in the General Information page.

Figure 4: Dashboard



<u>Schedule:</u> The Schedule module contains the status of upcoming milestones and ongoing tasks, categorized as "Early", "On Schedule", or "Delayed." This is populated by ARPA-E on a quarterly basis using Quarterly Reports submitted by the Performer into ePIC. The number in each box represents the number of either "Ongoing Tasks" or "Upcoming Milestones" that are either "Early", "On Schedule" or "Delayed".

<u>Cost:</u> The Cost module is a graphic depiction of the baseline cost projection (red line) compared to actual invoice expenses (blue line). This graph reflects all historical and in-process invoices received by ARPA-E via VIPERs and is updated on a daily basis. Further cost information can be found by going into the Cost tab.

<u>General Information:</u> The General Information Module contains high level project information such as points of contact, funding figures, and the project quarter.

5.0 Cost

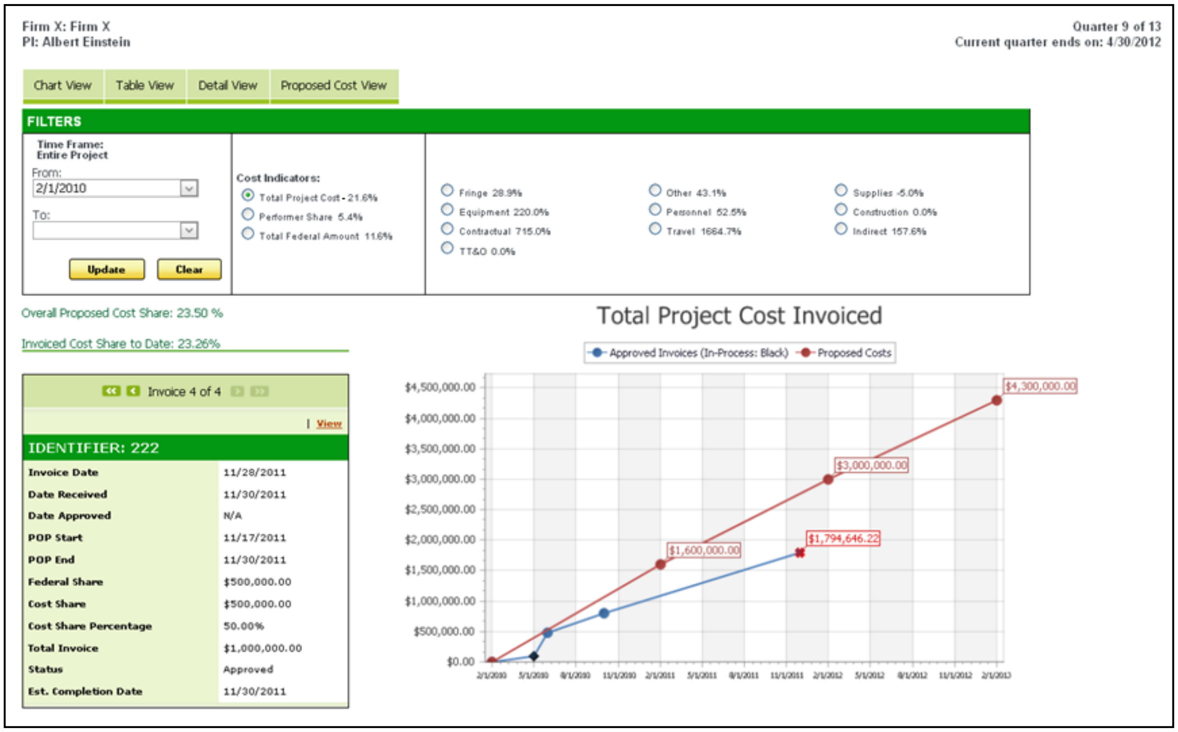
Under the Cost tab, performers may view how ARPA-E tracks recorded expenditures (invoices submitted to date) against proposed expenditures for a project throughout its period of performance. The Cost Tab contains four sub-tabs: Chart View, Table View, Detail View and Proposed Cost View. If there is any discrepancy regarding cost data, please contact the PM SETA listed on the General Information page described in Section 4.0.

5.1 Chart View

The Chart View, illustrated in figure 5, is the main sub-tab on the Cost tab. The top table of the screen on the Chart View contains filters for tracking each Budget Class Category corresponding to the SF-424A. A performer is able to apply filters in the Chart View to view invoices from a specified time frame, or select a radio button to update the chart by object class category, or project costs to date and by Federal Amount, Performer Share, or Total Costs to Date. The percentages listed to the right of these categories represent the percentage above or below as of the current date. The category's percentage falls relative to the proposed baseline spend-plan for that category, assuming straight-line projections on an annual basis from the SF-424A. This page also contains the Overall Proposed Cost Share percentage and the

Invoiced Cost Share percentage to date, which ARPA-E will reference to ensure that a performer is maintaining their cost-share commitment throughout the life of the project. From this page, performers can also view a high level snapshot of each of invoice by scrolling to a particular invoice. All approved and pending invoices will have a corresponding data point on the actual spending line (in blue) on the Total Project Cost Invoiced chart, updated on a daily basis. The Total Project Cost Invoiced chart records invoices from all non-federal laboratory lead performers. If a performer would like to discuss the cost data listed on this page, please contact the PM SETA listed on the General Information page.

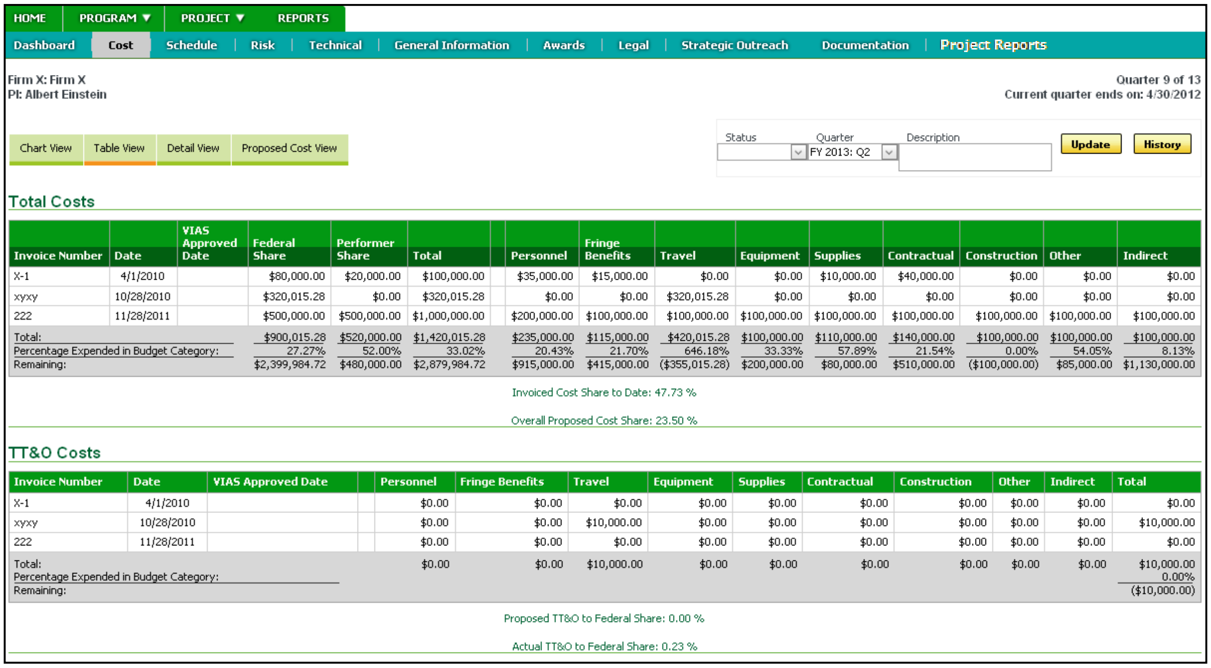
Figure 5: Chart View



5.2 Table View

The Table View, illustrated in figure 6, contains each individual invoice by row and each budget classification by column. Performers who are required to report and track Technology Transfer and Outreach (TT&O) costs can also view their TT&O expenses in the table at the bottom of the page. This view provides a summary of total expenses by object class category to date, and indicates the percentage and amount remaining from which the performer is able to invoice against. At any point during the project, the performer may reference this chart to evaluate the need for a reallocation of the budget or to indicate areas in which they are above or below expected burn rates and may want to refocus their efforts. If a performer would like to discuss the cost data listed on this page, please contact the PM SETA listed on the General Information page.

Figure 6: Table View



Total Costs

Invoice Number	Date	VIAS Approved Date	Federal Share	Performer Share	Total		Personnel	Fringe Benefits	Travel	Equipment	Supplies	Contractual	Construction	Other	Indirect
X-1	4/1/2010		$80,000.00	$20,000.00	$100,000.00		$35,000.00	$15,000.00	$0.00	$0.00	$10,000.00	$40,000.00	$0.00	$0.00	$0.00
xyxy	10/28/2010		$320,015.28	$0.00	$320,015.28		$0.00	$0.00	$320,015.28	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
222	11/28/2011		$500,000.00	$500,000.00	$1,000,000.00		$200,000.00	$100,000.00	$100,000.00	$100,000.00	$100,000.00	$100,000.00	$100,000.00	$100,000.00	$100,000.00
Total:			$900,015.28	$520,000.00	$1,420,015.28		$235,000.00	$115,000.00	$420,015.28	$100,000.00	$110,000.00	$140,000.00	$100,000.00	$100,000.00	$100,000.00
Percentage Expended in Budget Category:			27.27%	52.00%	33.02%		20.43%	21.70%	646.18%	33.33%	57.89%	21.54%	0.00%	54.05%	8.13%
Remaining:			$2,399,984.72	$480,000.00	$2,879,984.72		$915,000.00	$415,000.00	($355,015.28)	$200,000.00	$80,000.00	$510,000.00	($100,000.00)	$85,000.00	$1,130,000.00

Invoiced Cost Share to Date: 47.73 %

Overall Proposed Cost Share: 23.50 %

TT&O Costs

Invoice Number	Date	VIAS Approved Date		Personnel	Fringe Benefits	Travel	Equipment	Supplies	Contractual	Construction	Other	Indirect	Total
X-1	4/1/2010			$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
xyxy	10/28/2010			$0.00	$0.00	$10,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$10,000.00
222	11/28/2011			$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Total:				$0.00	$0.00	$10,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$10,000.00
Percentage Expended in Budget Category:													0.00%
Remaining:													($10,000.00)

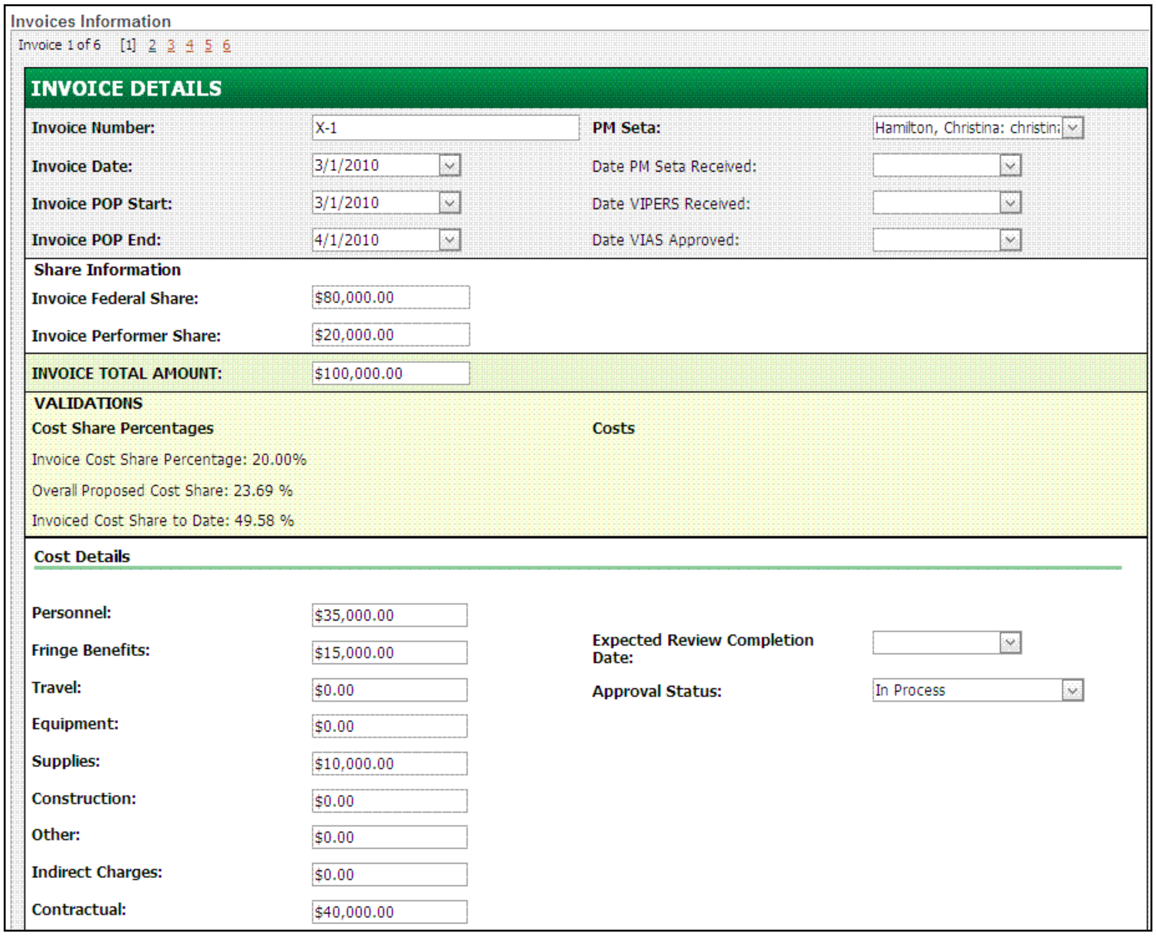
Proposed TT&O to Federal Share: 0.00 %

Actual TT&O to Federal Share: 0.23 %

5.3 Detail View

The Detail View, illustrated in figure 7, can be accessed by clicking the Detail View sub-tab from any Cost screen, or clicking the View button on an invoice in the lower left-hand corner of the Chart View. The Detail View provides a breakdown of all details included in individual pending and approved invoices submitted to ARPA-E. For ARPA-E projects that are tracking TT&O funds, illustrated in figure 8, there is also a section of the detailed invoice for tracking this category. At the bottom of this page is the Invoice Attachments section which contains any supporting documentation provided to ARPA-E associated with the invoice. The Detail View section is filled out by ARPA-E staff and is not editable by the performer. This view is available should the performer want a detailed view of how ARPA-E assessed expenses associated with a particular invoice against their records. If a performer would like to discuss the cost data listed on this page, please contact the PM SETA listed on the General Information page.

Figure 7: Detail View



Invoices Information

Invoice 1 of 6 [1] 2 3 4 5 6

INVOICE DETAILS

Invoice Number:	X-1	**PM Seta:**	Hamilton, Christina: christin
Invoice Date:	3/1/2010	Date PM Seta Received:	
Invoice POP Start:	3/1/2010	Date VIPERS Received:	
Invoice POP End:	4/1/2010	Date VIAS Approved:	

Share Information

Invoice Federal Share:	$80,000.00
Invoice Performer Share:	$20,000.00
INVOICE TOTAL AMOUNT:	$100,000.00

VALIDATIONS

Cost Share Percentages

Invoice Cost Share Percentage: 20.00%

Overall Proposed Cost Share: 23.69 %

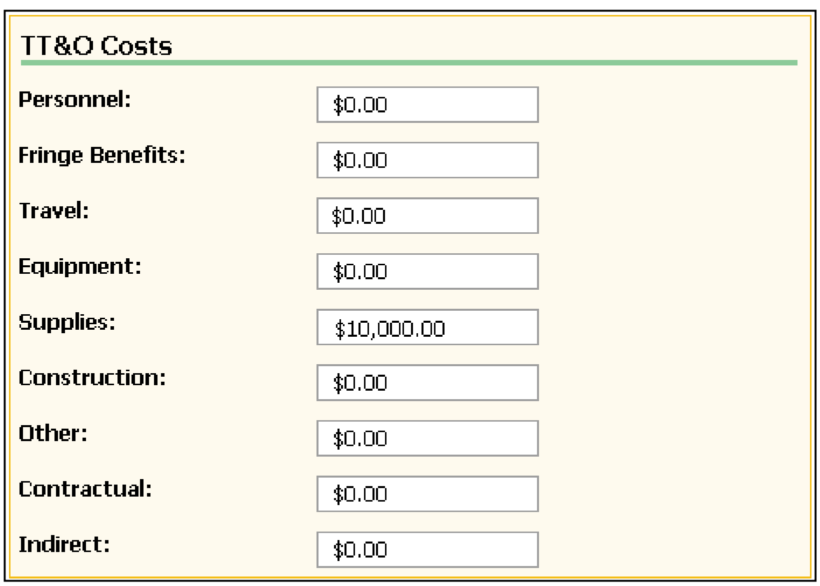
Invoiced Cost Share to Date: 49.58 %

Costs

Cost Details

Personnel:	$35,000.00		
Fringe Benefits:	$15,000.00	**Expected Review Completion Date:**	
Travel:	$0.00	**Approval Status:**	In Process
Equipment:	$0.00		
Supplies:	$10,000.00		
Construction:	$0.00		
Other:	$0.00		
Indirect Charges:	$0.00		
Contractual:	$40,000.00		

Figure 8: Detail View- TT&O Costs



TT&O Costs

Personnel:	$0.00
Fringe Benefits:	$0.00
Travel:	$0.00
Equipment:	$0.00
Supplies:	$10,000.00
Construction:	$0.00
Other:	$0.00
Contractual:	$0.00
Indirect:	$0.00

5.4 Proposed Cost View

The Proposed Cost View, illustrated in figure 9, shows the amount of fiscal year funds obligated to the project, and the budget category breakdown of those funds by year. This view is populated by ARPA-E and is based off of the current approved SF-424A for the project. If a performer would like to discuss the cost data listed on this page, please contact the PM SETA listed on the General Information page.

Figure 9: Proposed Cost View

Firm X: Firm X
PI: Albert Einstein

Chart View | Table View | Detail View | Proposed Cost View

Proposed Cost

Expand All Collapse All

	Created Date	Award Federal Share	Award Performer Share	Award Total
⊟	Name: ARRA			
	2/8/2012 4:23:13 PM	$3,300,000.00	$1,000,000.00	$4,300,000.00
	'ARRA' Total:	$3,300,000.00	$1,000,000.00	$4,300,000.00
⊟	Name: Lewis			
	3/13/2012 5:05:48 PM	$10.00	$0.00	$10.00
	'Lewis' Total:	$10.00	$0.00	$10.00
	Grand Total:	$3,300,010.00	$1,000,000.00	$4,300,010.00

Show All

Cost Summary

Drop Filter Fields Here

Cost Amount	Project Year			
Category Name	First Year	Second Year	Third Year	Grand Total
ConstructionCharges	$0.00	$0.00	$0.00	$0.00
ContractualCharges	$300,000.00	$150,000.00	$200,000.00	$650,000.00
EquipmentCharges	$200,000.00	$100,000.00	$0.00	$300,000.00
FringeBenefitsCharges	$150,000.00	$200,000.00	$180,000.00	$530,000.00
IndirectCharges	$500,000.00	$340,000.00	$390,000.00	$1,230,000.00
OtherCharges	$75,000.00	$60,000.00	$50,000.00	$185,000.00
PersonnelCharges	$300,000.00	$450,000.00	$400,000.00	$1,150,000.00
SuppliesCharges	$60,000.00	$80,000.00	$50,000.00	$190,000.00
TravelCharges	$15,000.00	$20,000.00	$30,000.00	$65,000.00
Grand Total	$1,600,000.00	$1,400,000.00	$1,300,000.00	$4,300,000.00

TT&O Information

Drop Filter Fields Here

Cost Amount	Project Year			
Category Name	First Year	Second Year	Third Year	Grand Total
TotalTTOCharges	$0.00	$0.00	$0.00	$0.00

Share Information

Drop Filter Fields Here

Cost Amount	Project Year			
Category Name	First Year	Second Year	Third Year	Grand Total
FederalShare	$1,200,000.00	$1,100,000.00	$1,000,000.00	$3,300,000.00
PerformerShare	$400,000.00	$300,000.00	$300,000.00	$1,000,000.00
Grand Total	$1,600,000.00	$1,400,000.00	$1,300,000.00	$4,300,000.00

6.0 Schedule

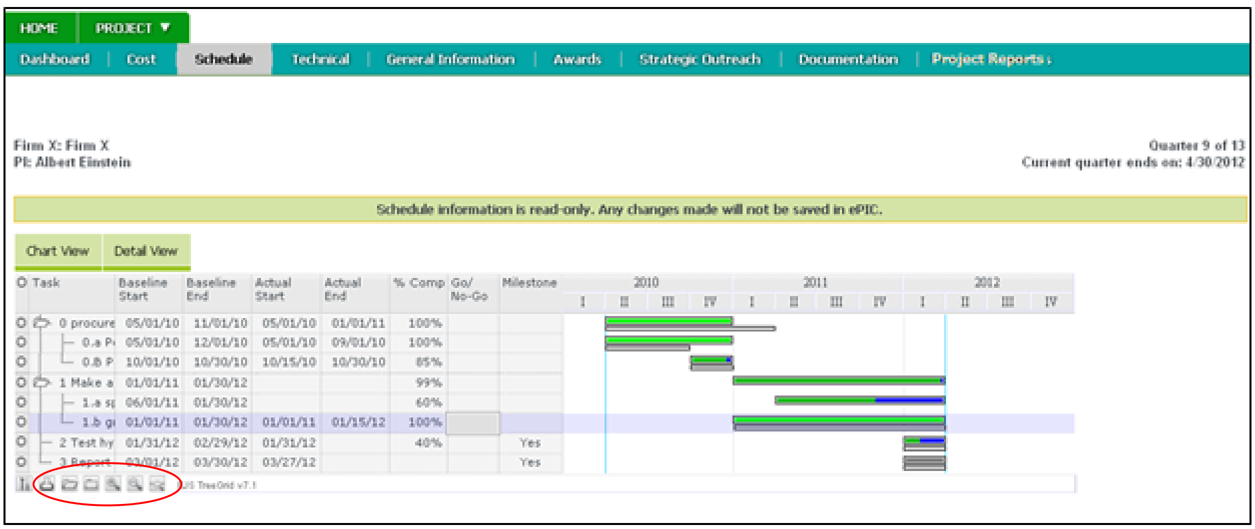
The Schedule page allows the performer to view task progress measured against a quantifiable progress percentage, as well as the actual and baseline dates for the timeline of each task as indicated by the Quarterly Reports submitted into ePIC by the performer. This information is not editable by the

Performer outside of the quarterly report. The schedule module contains two views: Chart View and Detail View.

6.1 Chart View

The Chart View, illustrated in figure 10, is the default view on the Schedule navigation tab. This provides a Gantt chart of all tasks and milestones for a particular project. The progress data contained within this chart is from the performer- submitted quarterly report. The Gantt chart contains columns for performer baseline Start and End dates as well as actual Start and End dates as reported in Quarterly Reports. The column widths may be expanded by clicking and dragging at the column borders. The icons in the lower left-hand corner of the Gantt chart allow the chart to be printed ( ), and all rows to be expanded ( ) or collapsed ( ). The performer can also zoom in and out within the Gantt chart view by selecting the maximize ( ), minimize ( ), or "fit-to-screen" ( ) magnifying glass icons in the lower left-hand corner of the chart. If there is any discrepancy in the baseline dates or reported percent completed please contact the PM SETA listed on the General Information page.

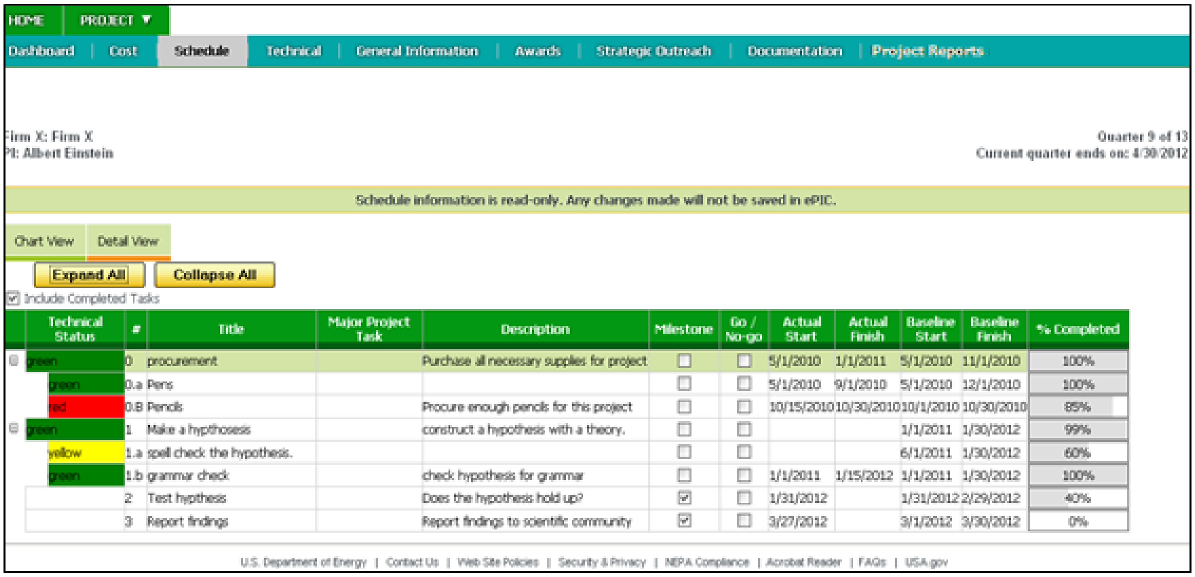
Figure 10: Schedule- Chart View



6.2 Detail View

The Detail View, illustrated in figure 11, provides a detailed breakdown of each task and milestone. All rows can be collapsed or expanded using the ⊞ or ⊟ sign on the left side of the screen to view the subtasks underneath an individual task. This view also contains a technical status color associated with each task. These colors are populated by ARPA-E on at least a quarterly basis upon assessment of the performer's Quarterly Report and are not editable by the performer. If there is any schedule discrepancy with the performers own records, please contact the PM SETA listed on the General Information page.

Figure 11: Schedule- Detail View

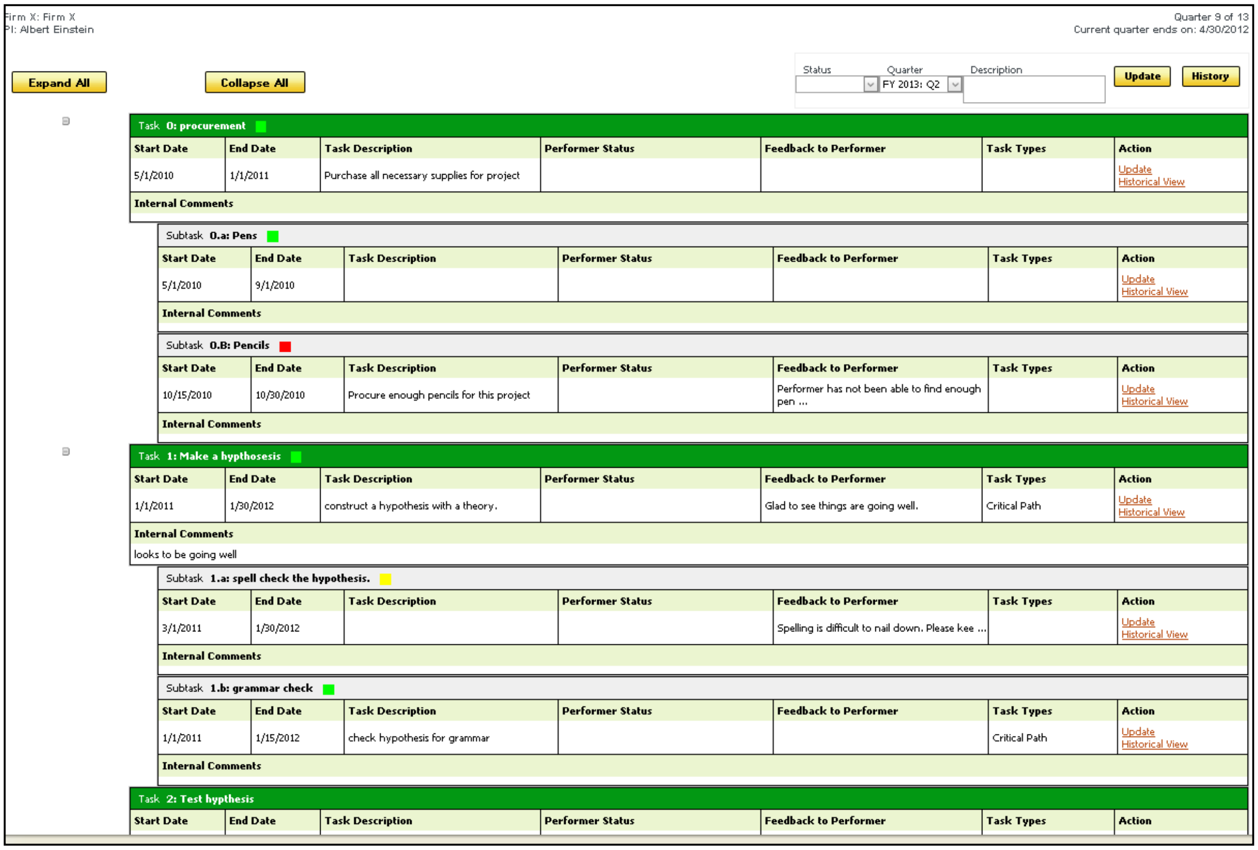


7.0 Technical Tab

The Technical tab, illustrated in figure 12, contains a list of all tasks and milestones associated with the project as contained in the projects Statement of Project Objectives, or Attachment 3 of the Cooperative Agreement. Each task can expanded to show associated subtasks, by clicking the ⊞ or ⊟ button next to a task row. All tasks and subtasks will have a title and task description.

The Performer Status section may be populated (consult the Tech SETA or PM SETA. program team practices may vary) once the performer successfully submits their first Quarterly Report into ePIC, and the report is approved by ARPA-E, along with a performance memo drafted by the Program Director to the project team. This section will be updated on a quarterly basis with each Quarterly Report the performer provides. All data in this section is populated by ARPA-E and may not be edited by the performer. The performer is encouraged to use this tab as a baseline from which to continue ongoing technical discussions (phone, meetings or email) with their ARPA-E Program Director and support staff. If a performer finds any discrepancy in task or milestone data listed on this page, please contact the PM SETA listed on the General Information page.

Figure 12: Technical Tab



8.0 General Information

The General Information page, illustrated in figure 13.A, contains three tables (General Information, Selection Information and Performance Information) and is a basic factsheet for each project providing dollar amounts, titles, FOA number, period of performance start/end dates, and application/control numbers. If an award is officially placed under probation by the ARPA-E Contracting Officer, a Probation File box will appear below the Project Information box and will contain information regarding at-risk letters and reasoning (See figure 13.B). A probation letter (or "non-performance letter") is sent to a performer who has failed to meet a milestone, or is in violation of their cooperative agreement in some other way.

The General Information Tab includes four sub-tabs: Contact Information, Organizations, Locations and Associated Awards.

A performer should contact the PM SETA listed on this page if information found in this tab is not the most up to date information regarding a project. All information found in the General Information tab and sub-tabs are populated by ARPA-E and may not be edited by the performer.

Figure 13.A.: General Information

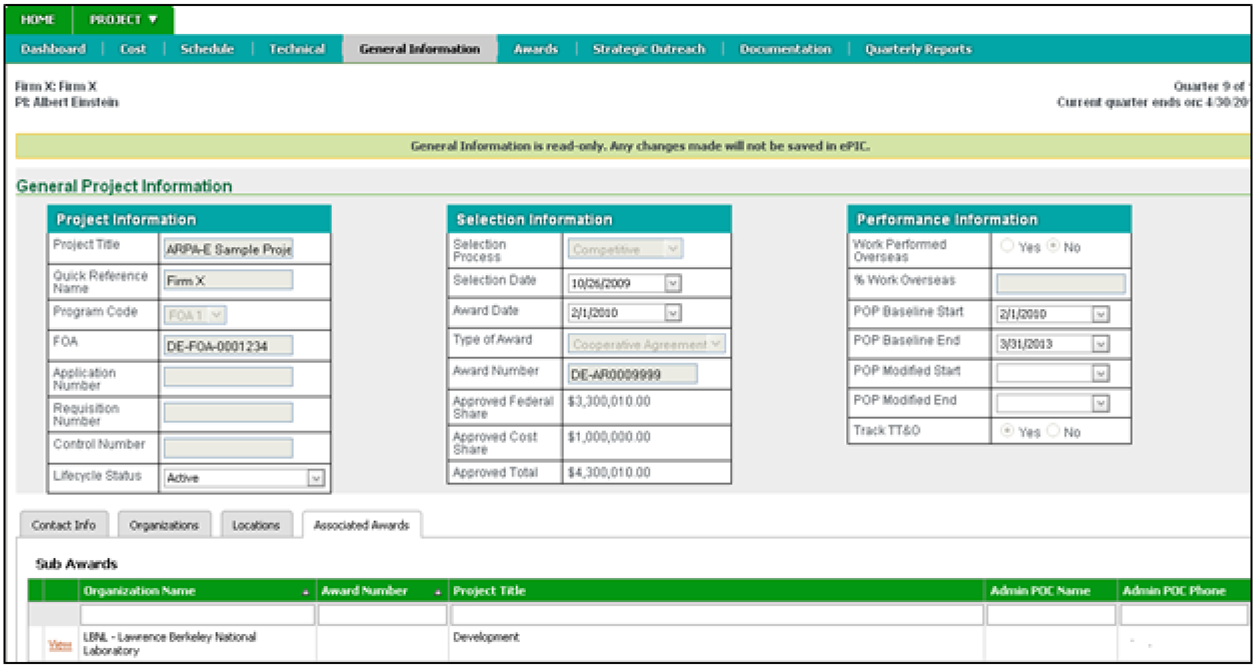
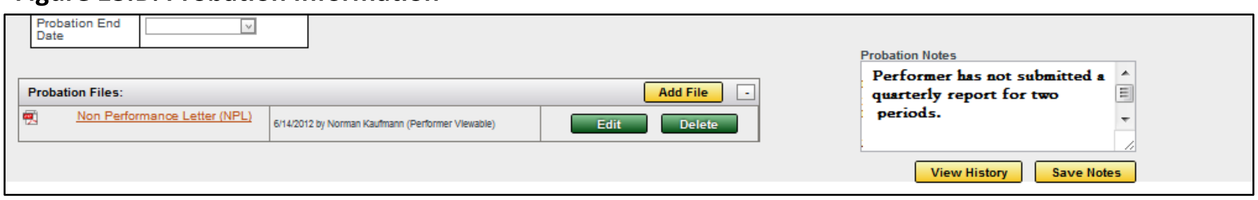


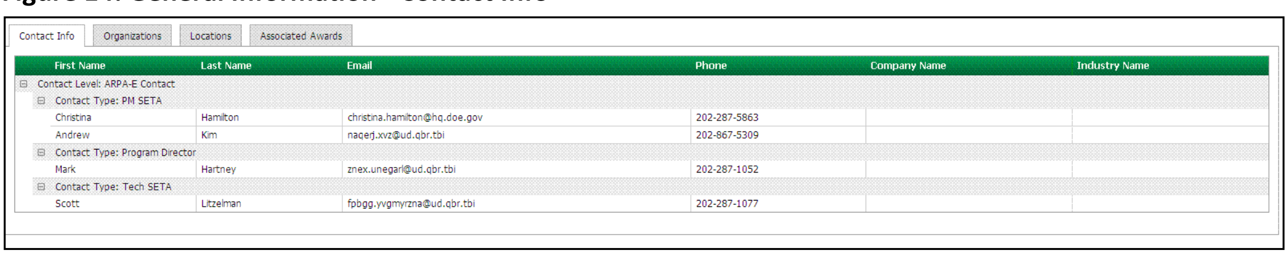
Figure 13.B: Probation Information



8.1 Contact Info

Contact Information, illustrated in figure 14, for both the performer and ARPA-E Support staff including the performer's PM SETA, Technical SETA, and Program Director, are listed on the Contact Info sub-tab.

Figure 14: General Information - Contact Info



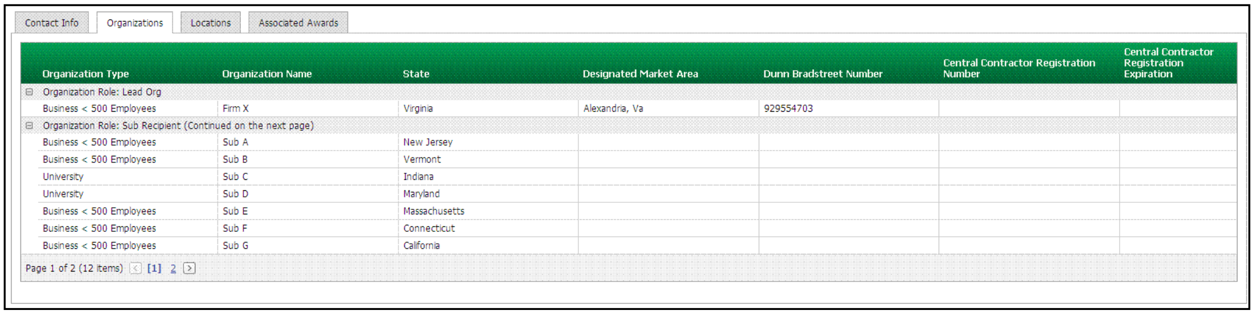
Contact Info | Organizations | Locations | Associated Awards

First Name	Last Name	Email	Phone	Company Name	Industry Name
Contact Level: ARPA-E Contact					
Contact Type: PM SETA					
Christina	Hamilton	christina.hamilton@hq.doe.gov	202-287-5863		
Andrew	Kim	naqej.xvz@ud.qbr.tbi	202-867-5309		
Contact Type: Program Director					
Mark	Hartney	znex.unegari@ud.qbr.tbi	202-287-1052		
Contact Type: Tech SETA					
Scott	Litzelman	fpbgg.yvgmyrzna@ud.qbr.tbi	202-287-1077		

8.2 Organizations

Information, illustrated in figure 15, about the performer's organization and sub-recipient organizations will be found on the Organizations sub-tab.

Figure 15: General Information - Organizations



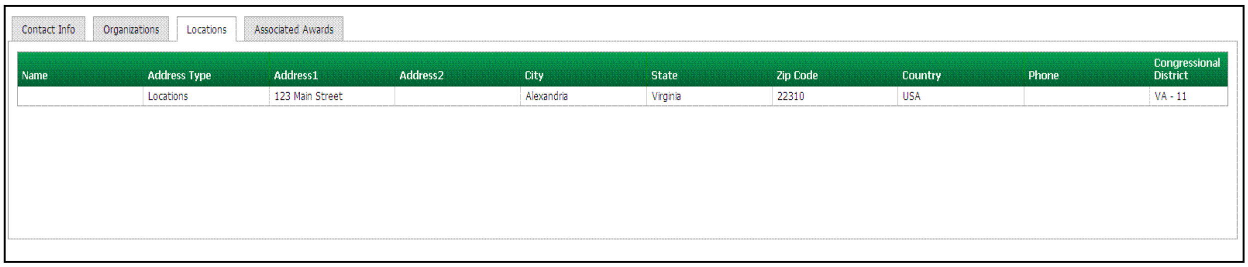
Organization Type	Organization Name	State	Designated Market Area	Dunn Bradstreet Number	Central Contractor Registration Number	Central Contractor Registration Expiration
Organization Role: Lead Org						
Business < 500 Employees	Firm X	Virginia	Alexandria, Va	929554703		
Organization Role: Sub Recipient (Continued on the next page)						
Business < 500 Employees	Sub A	New Jersey				
Business < 500 Employees	Sub B	Vermont				
University	Sub C	Indiana				
University	Sub D	Maryland				
Business < 500 Employees	Sub E	Massachusetts				
Business < 500 Employees	Sub F	Connecticut				
Business < 500 Employees	Sub G	California				

Page 1 of 2 (12 items) [1] 2

8.3 Locations

Location information, illustrated in figure 16, for the performer is found on this tab including name, address, phone number, and congressional district.

Figure 16: General Information - Locations



Name	Address Type	Address1	Address2	City	State	Zip Code	Country	Phone	Congressional District
	Locations	123 Main Street		Alexandria	Virginia	22310	USA		VA - 11

8.4 Associated Awards

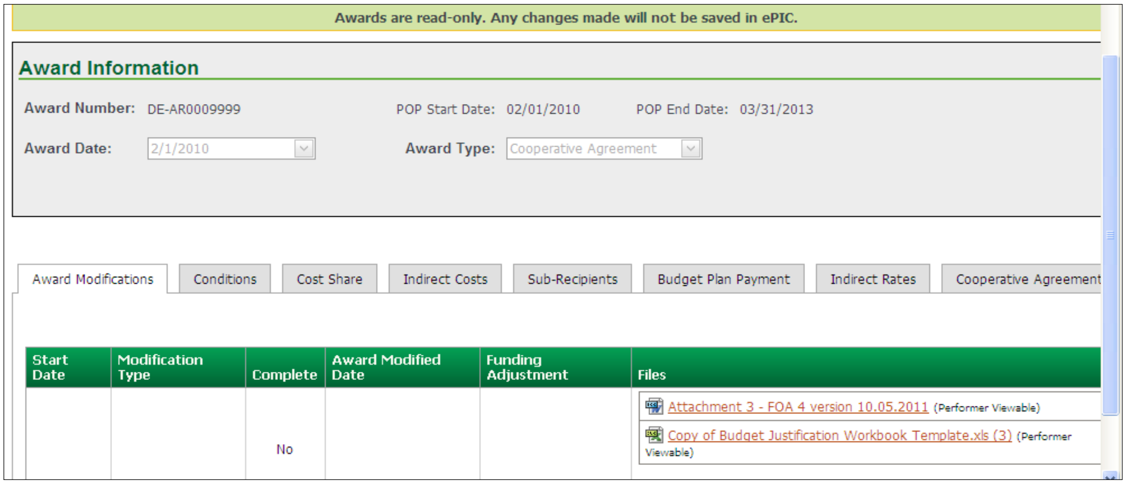
This sub-tab will display the name of any other organizations whose ARPA-E award is associated with the prime performer's award. This will only occur in cases where there are two or more awards associated with a single ARPA-E project. An example of this would be a project with an FFRDC (Federally Funded Research and Development Center) lead or sub-recipient performing work on a project under a separate work authorization.

9.0 Awards Tab

The Awards page, illustrated in figure 17, is the location that ARPA-E will store all important documentation and information related to each project's Cooperative Agreement. This includes Modifications, Conditions to Award, Cost Share, Indirect Rates, Sub-recipients, Budget Plan Payments, and the Cooperative Agreement files. Please note that ePIC is not a system of historical record; the documents stored are only intended to be the most up-to-date files.

All information found in the Awards tab and sub-tabs are populated by ARPA-E and may not be edited by the performer.

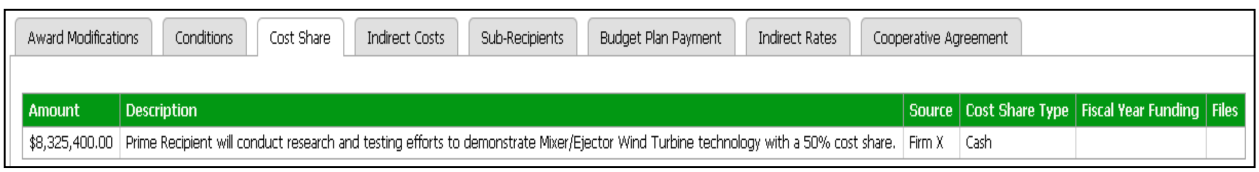
Figure 17: Awards Tab



9.1 Cost Share

On the Cost Share sub-tab, illustrated in figure 18, of the Awards page, Performers will find information such as Amount, Description, Source, Fiscal year, and any files uploaded by the performer. If any cost share information is different than the performer records, please contact the PM SETA listed on the General Information page.

Figure 18: Cost Share

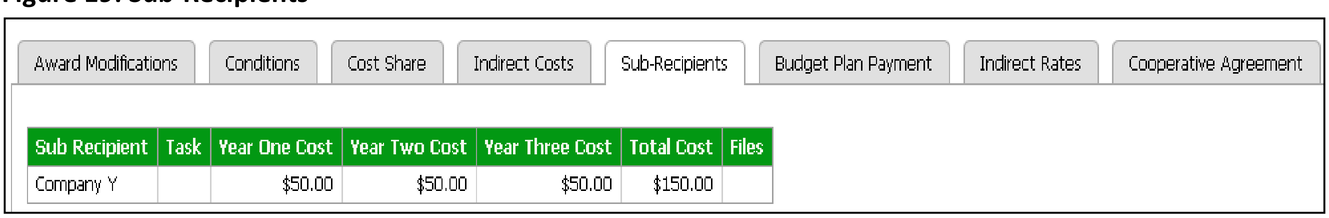


Amount	Description	Source	Cost Share Type	Fiscal Year Funding	Files
$8,325,400.00	Prime Recipient will conduct research and testing efforts to demonstrate Mixer/Ejector Wind Turbine technology with a 50% cost share.	Firm X	Cash		

9.2 Sub-Recipient

The Sub-Recipient sub-tab, illustrated in figure 19, contains the total budget for all subcontractors associated with the performer. It is broken down in yearly cost and contains any files uploaded regarding the subcontractor cost. If there is any discrepancy in sub-recipient information in the performer's records, please contact the PM SETA listed on the General Information page.

Figure 19: Sub-Recipients



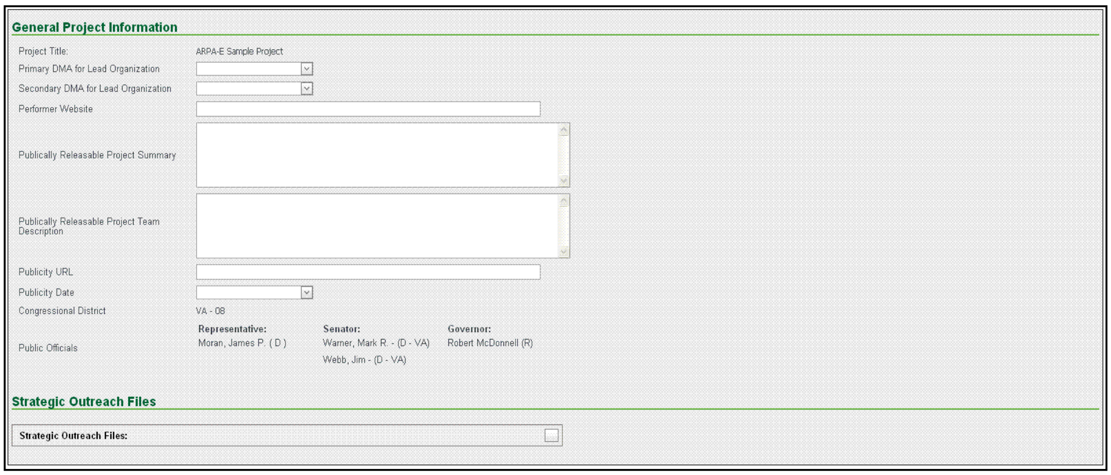
Sub Recipient	Task	Year One Cost	Year Two Cost	Year Three Cost	Total Cost	Files
Company Y		$50.00	$50.00	$50.00	$150.00	

10.0 Strategic Outreach Tab

The Strategic Outreach page, illustrated in figure 20, is the location where ARPA-E will store public affairs information that may be helpful in promoting a project to the media. This page will only contain information that the performer has previously designated as publicly releasable. Please note that the initial version of ePIC will not have all of this information loaded into the system.

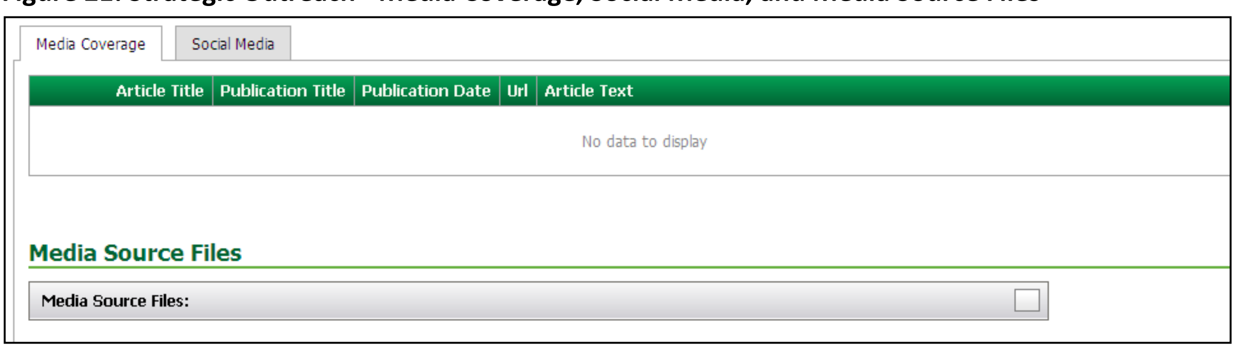
The General Project Information section on this page includes information such as the performer website, publically releasable information related to critical need, innovation, impact on security, environment, the economy, and jobs, as well as basic congressional information. Any Strategic Outreach files included on this page will be added by ARPA-E, not by the performer.

Figure 20: Strategic Outreach



There is a section at the bottom of the page which includes a tab for Media Coverage, illustrated in figure 21, as well as Social Media links. This will track and store any previous media coverage and performer links to social media sites (Twitter, Flikr, You Tube, Facebook, LinkedIn) as well as DOE blogs. Any Media Source files will be loaded into ePIC by ARPA-E, not by the performer.

Figure 21: Strategic Outreach - Media Coverage, Social Media, and Media Source Files

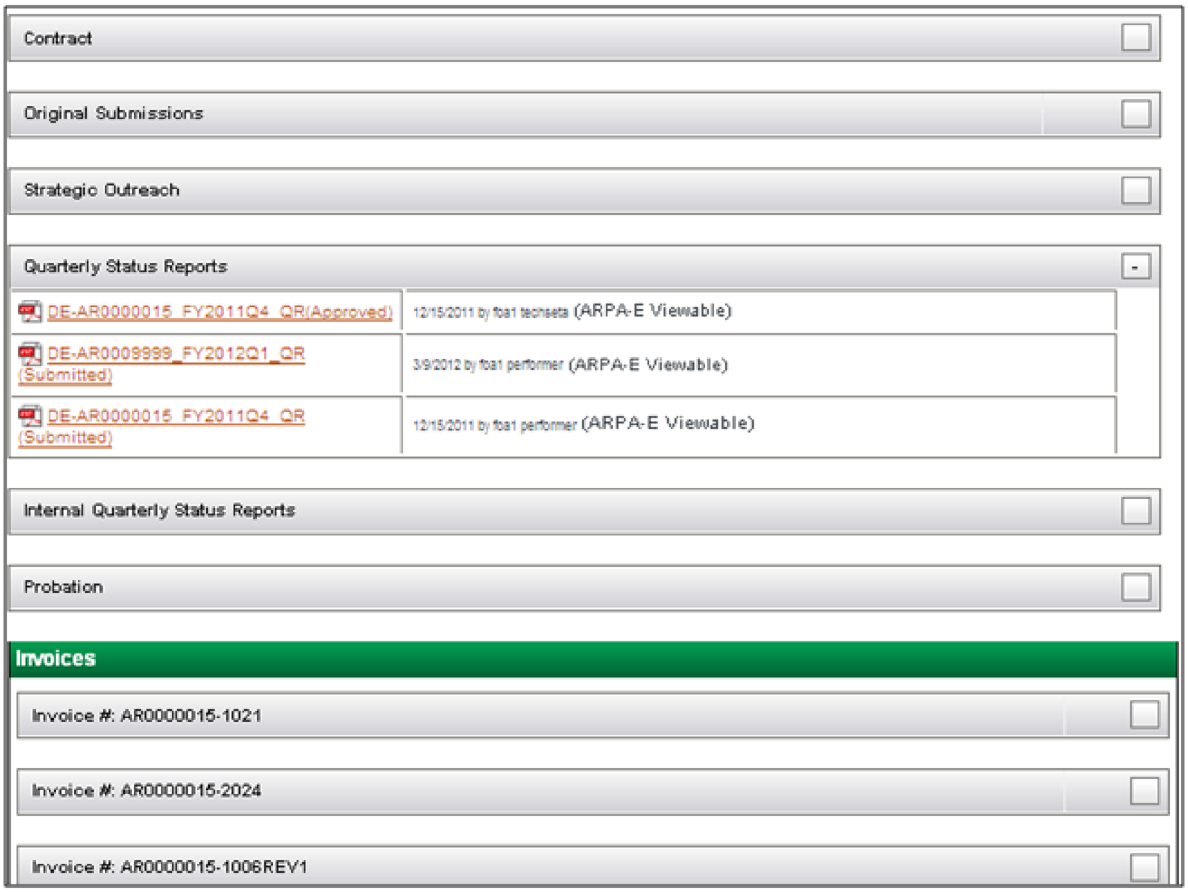


11.0 Documentation Tab

The Documentation page, illustrated in figure 22, is the central repository for all project documents such as Contracts, Strategic Outreach files, Quarterly Status Reports, Probation letters, Invoices, and all award files.

All information found in the Documentation tab is populated by ARPA-E and cannot not be edited or uploaded by the performer. If the performer finds any issues with uploaded documentation, please contact the PM SETA listed on the General Information tab.

Figure 22: Documentation



12.0 Project Reports Tab

The Project Reports Tab, illustrated in figure 23, enables performers to fulfill ARPA-E reporting requirements online, both for quarterly progress reports, as well as Subject Invention Utilization Reporting. This tab is the only location where performers are able to input new information and data, and edit existing information in ePIC.

The landing page of the Project Reports Tab is split into the three reporting documents that performers can submit— at the top of the screen, the Research Performance Progress Reports is on the left, and Federal Financial Reports (SF-425) is on the right. The Utilization of Subject Inventions report (See

Attachment 4, Section F. “Subject Invention Utilization Reporting”) can be accessed at the bottom of the page.

12.1. Quarterly Reports

Refer to the separate document, “ARPA-E ePIC Quarterly Reporting User Guide”, for detailed instructions on submitting Quarterly Reports within the ePIC system.

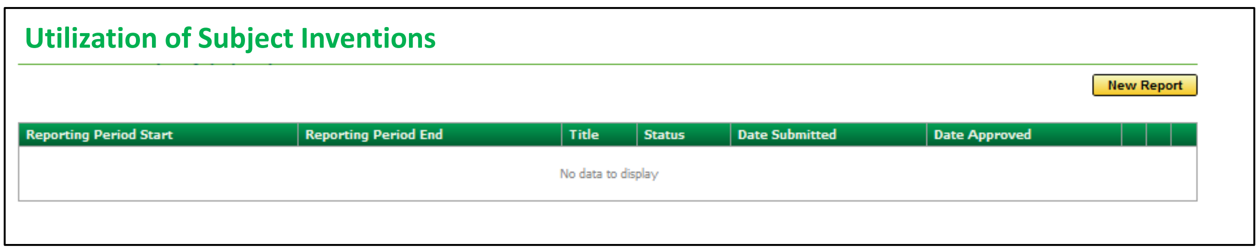
An instructional video can be found here - https://vimeo.com/141612780 (Password: innovation)

12.2 Utilization of Subject Inventions

To ensure that Prime Recipients and Sub-recipients holding title to subject inventions are taking the appropriate steps to commercialize subject inventions, ARPA-E requires Recipients to submit annual reports, throughout the project period and for five (5) years after the end of the Project Period, on the utilization of subject inventions and efforts made by Recipients or their licensees or assignees to stimulate such utilization.

To submit a Subject Invention Utilization Report on the Project Reports tab, click on the New Report button under the Utilization of Subject Inventions section of the Project Reports page.

Figure 40: Utilization of Subject Inventions – New Report



Should a perfomer need to savetheir work before completing the report, they may click the Save Report button within the report. In addition, please be sure to fill out all required fields within the report marked by the ! symbol. Required fields towards the end of the report will depend on the performer’s selections to some of the initial questions in the report.